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In your position at the Chippewa Valley Free Clinic, you will have an incredible opportunity to impact lives and help the most vulnerable receive the gift of health care. Our patient services depend on your dedication, contributions, and professionalism. Below is an overview of the tasks associated with your position. It is not all-inclusive and may change based on Clinic needs.

**Job Description – Dispensary Assistant Manager**

Location: Eau Claire, WI Category: Clinic Services   
Job Type: Part-Time, Non-Exempt Supervisor: Dispensary Manager

**Role & Responsibilities**

The primary role of the Dispensary Assistant Manager (DA)is to assist in the management of the procurement, inventory, and distribution of medications necessary to care for our patients. The DA helps manage the responsibilities of the Patient Assistance Program (PAP) and is responsible for training and supervising the volunteer pharmacy technicians and pharmacists.

This is a part-time position, averaging 10 hours per week; must be present during medical clinics – currently every Tuesday evening and the 1st and 3rd Thursday (days). Must also be present on Wednesday evenings during the Women’s Health Clinic. Quarterly-4xs per year

**Job Duties – In coordination with the Dispensary Manager**

* Maintain effective and efficient storage of medication inventory, checking for sufficient quantities and expiration dates
* Create weekly pharmacy orders based on clinic needs and account for items upon arrival
* Coordinate/submit/track Patient Assistance Program (PAP) from application to disbursement, review patient charts and medication orders for possible PAP opportunities
* Communicate with patients to obtain the necessary documentation for PAP applications
* Order medical supplies as needed
* Work with the Volunteer Coordinator to determine needs for volunteers and support their recruitment, training, and supervision
* Oversee the medication program during clinic operations when Dispensary Manager is not available, including the supervision of medication room inventory, volunteers, and delivery of ordered medications to medical staff
* Maintain an adequate supply of sample medications through contact with pharmaceutical websites and representatives
* Track overall medication use, including the use of prescriptions
* Maintain accurate records including but not limited to medication pricing data, medication room inventory, generic medication orders, receivables, etc.
* Support and maintain a current medication formulary in coordination with the Dispensary Manager
* Maintain a clean, organized, efficient medication room
* Audit invoices from medication‐related vendors
* Properly dispose of outdated medications
* Generate monthly and year-end reports

**Qualifications / Experience**

* Pharmacy Technician Certification or Registered Nurse license, or similar professional certification
* Technical or four-year college degree helpful, not required
* Some medical knowledge with a minimum of 2 years’ experience in a medical field
* Ability to organize and prioritize (keep forms, reports, refills, etc. up to date)
* Bilingual (Spanish) preferred, not required
* Self‐directed individual, needing minimal supervision
* Ability to lead patients, volunteers, and staff
* Ability to work within the confines of the budget and remain conscious of costs for the Clinic and patients
* Advanced computer skills including internet, email, databases, EMR, and spreadsheets
* Background check and drug screening required
* Strong verbal and written communication skills
* Ability to work independently and within a team structure
* Strong organizational skills with the ability to prioritize
* Working knowledge of various software and database technology, including Microsoft Office
* Demonstrates respect for diversity
* Awareness of psychosocial barriers that impact the lives of the uninsured
* Embraces and supports the mission of the Chippewa Valley Free Clinic